




**DIVISION OF CHILDREN AND FAMILY SERVICES
ADMINISTRATIVE MEMO #16-2011**

To: All Children and Family Services Staff

From: Christine M. Hanus Child Welfare Administrator 
Terri J. Nutzman, OJS Administrator 
Division of Children and Family Services

Approved by: Scot L. Adams, Ph.D., Interim Director 
Division of Children and Family Services
Department of Health and Human Services

Date: December 5, 2011

RE: Release of Photographs and Identifying Information about a
Ward of the Department

Effective: Immediately

Duration: Until revised or regulations are issued

Contact: Rita Krusemark, Program Specialist
Phone: 402-471-9254
Rita.krusemark@nebraska.gov

Purpose: The purpose of this memo is to clarify regulation and policy regarding release and posting of photographs and other identifying information about a ward of DHHS.

Background: Title 390 Chapter 11-002.01R of the Nebraska Administrative Code states:

No photographs or slides of a Department ward or other identifying information regarding a Department ward may be released for use on posters, in presentations, press releases, or newsletters without the written consent of the worker. The worker may grant release of photographs and identifying information after considering the following:

- Legal status of parental rights (if parental rights are intact, written parental consent must be obtained);
- The ward's opinions and wishes; and
- The use of the material (For example, if a child is identifiable, will it be detrimental to the child or his/her family). If a situation is questionable, the worker will not give consent.

Clarification: In addition to the restrictions specified in 390 NAC 11-002.01R, foster parents or any other caregiver or professional involved with a ward of DHHS shall not post any photographs, slides, or other identifying information on any social networking sites without the written permission of the child's worker. Social networking sites include, but are not limited to, Facebook and Myspace.